

A G E N D A

**PRESTON COUNTY COMMISSION
DECEMBER 3, 2024
9:30 A.M.**

Call to order by President and Pledge of Allegiance

Roll call of Commissioners

Recognition of Public

Review of Bills

Assessor's Office

Tax Correction - Austin, Phillip R & Courtney - Personal Property

Apportionments – None

Recognition of Scheduled Appointments – No Appointments at this time

Approval of Minutes – None

Estate Settlements List – None

Proceedings in Vacation/Clerk's Fiduciary Report – November 21, 2024 through November 27, 2024

Fiduciary Commissioner Report – None

Old Business – Consideration and/or action

New Business – Consideration and/or action

County Administrator's Report – Consideration and/or action

- A. ARPA Award Extension – Rowlesburg Sewer Park Project
- B. Budget Revisions: LEDA Grants for PC Camp Board & Mat Club
- C. Miscellaneous Correspondence

Personnel Matters- Consideration and/or action

- A. Executive Session

Legal Matters- Consideration and/or action

- A. Executive Session

Information

Commissioners' Comments

STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:

The Preston County Commission met in Regular Session at 9:30 a.m., December 3, 2024, in the County Commission Meeting room.

The meeting was called to order by President Smith who invited those present to join in the Pledge of Allegiance.

President Smith then declared the following Commissioners present: Samantha Stone, Hunter Thomas and Don Smith.

Recognition of Public

Also present was Angie Whetsell, filling in for Administrator Raybeck and Assessor Connie Ervin.

The following people registered their attendance during the meeting:

Sheriff Jim Fields. Scott Spiker Jeniffer Graham - DP
 Jacob Martin-WV News Deanna Lively

No one registered before the meeting to address the commission.

Review of Bills

Commissioner Thomas moved to pay the bills that have been properly presented and reviewed. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

SYSTEM DATE 12/02/2024 COUNTY OF PRESTON PAGE 1
 REPORT DATE 12/02/2024 TRANSACTION EDIT LIST TIME 14:34:49
 FILES ID W BATCH NUMBER 0914 USER WPPRRMAR

TYPE	TRANS. NUMBER	P. O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK	BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
			VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO		PAYEE VENDOR NAME		POSTDATE
VC	20240914-001		1157	00141334100			11/19/2024	AG01	621.11
N	NA	.00	ES&S	SUPPLIES	12/03/2024	11/19/2024	ES&S		P 12/2024
				CO CLK-ELECTIONS MAT/SUPP	1157				
VC	20240914-002		3792	00171121102			11/10/2024	AG01	102.08
N	NA	.00	US CELLULAR	ACCT #854806714	12/03/2024	11/10/2024	US CELLULAR		P 12/2024
				OEM-TELEPHONE-US CELL	3792				
VC	20240914-003		0223	00140121302			11/19/2024	AG01	722.47
N	NA	.00	MON POWER	ACCT #110 088 634 438	12/03/2024	11/19/2024	MON POWER		P 12/2024
				UTILITIES MON POWER	0223				
VC	20240914-004		3731	00170021400			11/21/2024	AG01	112.41
N	NA	.00	SUSAN MITTER	REIMB-INMATE TRANS COSTS	12/03/2024	11/21/2024	SUSAN MITTER		P 12/2024
				LAW ENFORCE TRAVEL	3731				
VC	20240914-005		5823	00170022300			11/18/2024	AG01	8.79
N	NA	.00	BREEZELINE	SERVICE	12/03/2024	11/18/2024	BREEZELINE		P 12/2024
				LAW ENFORCE PROF SERVICES	5823				
VC	20240914-006		6043	00142021500			12/03/2024	AG01	12206.00
N	NA	.00	JARRETT CONSTRUCTION	COURTHOUSE PROJECT	12/03/2024	12/03/2024	JARRETT CONSTRUCTION		P 12/2024
				CUSTODIAL M&R BLD & GRD	6043				
VC	20240914-007		5390	00142034100			11/25/2024	AG01	498.74
N	NA	.00	TT&S SUPPLY INC	SUPPLIES	12/03/2024	11/25/2024	TT&S SUPPLY INC		P 12/2024
				CUSTODIAL MAT/SUPPLIES	5390				
VC	20240914-008		5199	00140122300			11/07/2024	AG01	225.50
N	N1	.00	BRENDA HINKLE	SERVICES	12/03/2024	11/07/2024	BRENDA HINKLE		P 12/2024
				CO COMM PROFESS. SERVICES	5199				
VC	20240914-009		4581	00371634100			11/25/2024	AS03	100.75
N	N1	.00	ZOETIS US LLC	INV #9026060919	12/03/2024	11/25/2024	ZOETIS US LLC		P 12/2024
				DOG & KENNEL SUPPLIES	4581				
VC	20240914-010		5867	00142021500			11/20/2024	AG01	1088.97
N	NA	.00	MONITRONICS	SERVICE-COURT ROOM	12/03/2024	11/20/2024	MONITRONICS		P 12/2024
				CUSTODIAL M&R BLD & GRD	5867				
VC	20240914-011		5867	00142023000			11/01/2024	AG01	1444.44
N	NA	.00	MONITRONICS	SERVICE-K PLAZA	12/03/2024	11/01/2024	MONITRONICS		P 12/2024
				CUSTODIAL CONT SERVICES	5867				
VC	20240914-012		5867	00142023000			11/01/2024	AG01	600.00
N	NA	.00	MONITRONICS	SERVICE-DALLEY BLDG	12/03/2024	11/01/2024	MONITRONICS		P 12/2024
				CUSTODIAL CONT SERVICES	5867				

SYSTEM DATE 12/02/2024 COUNTY OF PRESTON PAGE 2
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TYPE	TRANS. NUMBER	P. O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK	BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
			VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO		PAYEE VENDOR NAME		POSTDATE
VC	20240914-013		6089	00171721700			11/26/2024	AG01	74.20
N	NA	.00	EQUIPMENT SPECIALISTS	PARTS	12/03/2024	11/26/2024	EQUIPMENT SPECIALISTS		P 12/2024
				CENTRAL GARAGE-M&R-AUTO	6089				
VC	20240914-014		4669	00171134100			11/22/2024	AG01	51.84
N	NA	.00	MOTOROLA SOLUTIONS INC	HOLDER	12/03/2024	11/22/2024	MOTOROLA SOLUTIONS INC		P 12/2024
				EMERG SERV MAT & SUPPLIES	4669				
VC	20240914-015		5507	00146023000			11/26/2024	AG01	1926.85
N	N1	.00	AVENU INSIGHTS &	NOV 2024	12/03/2024	11/26/2024	AVENU INSIGHTS &		P 12/2024
				CO CLERK OPER-CONTRACT SE	5507				
VC	20240914-016		5661	00140121900			11/01/2024	AG01	2500.00
N	01	.00	CGP DEVELOPMENT CO INC	NOV 2024 RENT	12/03/2024	11/01/2024	CGP DEVELOPMENT CO INC		P 12/2024
				CO COMM BLDG/EQUIP RENTS	5661				
VC	20240914-017		5661	00140121900			12/01/2024	AG01	2500.00
N	01	.00	CGP DEVELOPMENT CO INC	DEC 2024 RENT	12/03/2024	12/01/2024	CGP DEVELOPMENT CO INC		P 12/2024
				CO COMM BLDG/EQUIP RENTS	5661				
WARNING: INVOICE NUMBER EXISTS IN YTD TRANSACTION FILE FOR SPECIFIED VENDOR									
VC	20240914-018		0130	00541534100			12/01/2024	WM05	549.00
N	NA	.00	GENERAL COUNTY FUND	DEC 2024 J&S	12/03/2024	12/01/2024	GENERAL COUNTY FUND		P 12/2024
				MAG CT SUPPLIES	0130				
VC	20240914-019		4068	00198645900			12/03/2024	AG01	10842.62
N	NA	.00	BANK OF THE OZARKS	LEASE PAYMENT	12/03/2024	12/03/2024	BANK OF THE OZARKS		P 12/2024
				CO COMM CAP OUTLAY	4068				
VC	20240914-020		0340	00142034100			10/30/2024	AG01	9.99
N	NA	.00	STREETS STORE	SILICONE/ACCT #614	12/03/2024	10/30/2024	STREETS STORE		P 12/2024
				CUSTODIAL MAT/SUPPLIES	0340				
VC	20240914-021		0280	00142034100			11/25/2024	AG01	57.45
N	NA	.00	CINTAS CORPORATION	INV #4212654365	12/03/2024	11/25/2024	CINTAS CORPORATION		P 12/2024
				CUSTODIAL MAT/SUPPLIES	0280				
VC	20240914-022		0280	00142022500			11/25/2024	AG01	286.67
N	NA	.00	CINTAS CORPORATION	INV #4212654365	12/03/2024	11/25/2024	CINTAS CORPORATION		P 12/2024
				CUSTODIAL LAUN/DRY CLEAN	0280				
VC	20240914-023		0280	00142034500			11/25/2024	AG01	19.20
N	NA	.00	CINTAS CORPORATION	INV #4212654365	12/03/2024	11/25/2024	CINTAS CORPORATION		P 12/2024
				CUSTODIAL UNIFORMS	0280				
VC	20240914-024		1157	00141321200			10/21/2024	AG01	1608.00
N	NA	.00	ES&S	INV #CD2107158/LAYOUT	12/03/2024	10/21/2024	ES&S		P 12/2024
				CO CLK-ELECTIONS PRINTING	1157				

TYPE SEPARATE-CHK	TRANS-NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT	
DISCOUNT-AMT	LIQUIDATE-AMT	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	
VENDOR NAME	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					POSTDATE	
VC	20240914-025	N	3942	00771221104	12/03/2024	11/22/2024	11/20/2024	AE07	P	2283.07
			FRONTIER WV INC	.00 ACCT #30418918971125034 E-911 TELEPHONE FRONTIER	3942			FRONTIER WV INC		12/2024
VC	20240914-026	N	6089	00171721700	12/03/2024	11/20/2024	11/20/2024	AG01	P	183.75
			EQUIPMENT SPECIALISTS	.00 PARTS CENTRAL GARAGE-M&R-AUTO	6089			EQUIPMENT SPECIALISTS		12/2024
VC	20240914-027	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	200.72
			KINGWOOD WATER WORKS	.00 ACCT #1661 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-028	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	690.91
			KINGWOOD WATER WORKS	.00 ACCT #2315 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-029	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	109.81
			KINGWOOD WATER WORKS	.00 ACCT #6832 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-030	N	0186	00140121301	11/30/2024	11/30/2024	11/30/2024	AG01	P	80.22
			KINGWOOD WATER WORKS	.00 ACCT #1317 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-031	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	80.22
			KINGWOOD WATER WORKS	.00 ACCT #1314 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-032	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	483.90
			KINGWOOD WATER WORKS	.00 ACCT #1016 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-033	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	450.52
			KINGWOOD WATER WORKS	.00 ACCT #2329 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-034	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	109.81
			KINGWOOD WATER WORKS	.00 ACCT #2316 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-035	N	0186	00140121301	12/03/2024	11/30/2024	11/30/2024	AG01	P	109.81
			KINGWOOD WATER WORKS	.00 ACCT #2298 UTILITIES KING WATER	0186			KINGWOOD WATER WORKS		12/2024
VC	20240914-036	N	0223	00140121302	12/03/2024	11/27/2024	11/27/2024	AG01	P	441.26
			MON POWER	.00 ACCT #110 110 115 984 UTILITIES MON POWER	0223			MON POWER		12/2024

TYPE SEPARATE-CHK	TRANS-NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT	
DISCOUNT-AMT	LIQUIDATE-AMT	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT	
VENDOR NAME	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME					POSTDATE	
VC	20240914-037	N	5561	00140621900	12/03/2024	11/25/2024	11/25/2024	AG01	P	214.50
			LEAF	.00 COPIER ASSESSOR-EQUIP RENTALS	5561			LEAF		12/2024
VC	20240914-038	N	5918	05640734100	12/03/2024	11/18/2024	11/18/2024	AA56	P	51.20
			QUENCH USA INC	.00 ACCT #D519629 AVF-MATERIALS & SUPPLIES	5918			QUENCH USA INC		12/2024

TOTAL TRANSACTION AMOUNT 43646.78

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00141321200
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00371634100
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00541534100

List of invoices approved for paymt
 this 3rd day of Dec, 2024
 Int. MR

Assessor's Office

Tax Correction List –Austin, Phillip R & Courtney – Personal Property

Commissioner Thomas moved to approve the Tax Correction List dtd December 3, 2024, as presented by Connie Ervin in the amount of \$49.12. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

TAX CORRECTION LIST

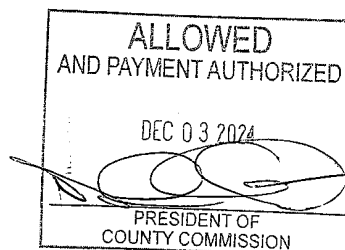
December 3, 2024

DIST	NAME	DESCRIPTION	REASON FOR EXONERATION	TICKET#	ACCT #	AMOUNT	YR
03	AUSTIN PHILLIP R & COURTNEY	Personal Property	Taxpayer error - did not own 07 Chev Tahoe July 1, 2023	303829	00243690	\$49.12	2024

TOTAL: \$49.12

Connie R. Ervin
 Connie R. Ervin, ASSESSOR
 (submitted for the taxpayer by)

Jay Shay
 Jay Shay, PROSECUTING ATTORNEY
 (received notice)



Apportionments – None

Recognition of Scheduled Appointments – No Appointments at this time

Approval of Minutes – None

Estate Settlement List – None

Proceedings in Vacation/Clerks’s Fiduciary Report – November 21, 2024, through November 27, 2024

Under **New Business** Commissioner Stone moved to dispense with the reading in open court of the Proceedings of the Clerk of this commission, had in vacation on November 21, 2024, through November 27, 2024, inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment.)

United States of America



State of West Virginia

County of Preston, ss:

Clerk's Fiduciary Report

Estates from Thursday, November 21, 2024, through Wednesday, November 27, 2024

The County Commission of Preston County this 3rd day of December, 2024 proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Thursday, November 21, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **LISA RADIE HENKEL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

LISA DANIELLE TRICKETT, who was named in the last will and testament of **LISA RADIE HENKEL**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

More than 60 days since the date of death or the surviving spouse or heir, upon a motion, **WILLIAM R. GOWER** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit filed for **DEBRA ANN SYPOLT-GOWER**, deceased. No bond was required.

On, Monday, November 25, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **SUSAN E. MESSENGER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Testate Affidavit was filed.

NORMAN K. MESSENGER, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **BRENDA CHIDESTER** was appointed and qualified as CO ADMINISTRATRIX of the estate of **LINDA JOYCE CHIDESTER**, deceased. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **HOWARD D. CHIDESTER** was appointed and qualified as CO ADMINISTRATOR of the estate of **LINDA JOYCE CHIDESTER**, deceased. No bond was required.

On, Tuesday, November 26, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **JOHN D. GREATHOUSE JR.**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Affidavit Testate was filed.

STEVEN T. WRIGHT, was named as SUCCESSOR thereof, qualified as such. No bond was required.

The last will and testament of **ROSETTA M. GREATHOUSE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Affidavit Testate was filed.

STEVEN T. WRIGHT, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

The last will and testament of **PAUL K. LEWIS**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MARTHA WOOD LEWIS, who was named in the last will and testament of **PAUL K. LEWIS**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

Subscribed and sworn to before me on 11/27/2024.

Linda Huggins

Clerk of the Preston County Commission

By: *Ashley Cole*
Ashley Cole, Deputy Clerk

Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Fiduciary Commissioner Report – None

Old Business- Consideration and/or action - None

New Business – Consideration and/or action - None

County Administrator’s Report – Consideration and/or action

A. ARPA Award Extension – Rowlesburg Sewer Park Project

Commissioner Stone moved to authorize the extension of the Rowlesburg Sewer Park Project, that was awarded with ARPA Funding, to be extended through March 31, 2025. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)



November 11, 2024

Preston County Commission
Don Smith, President
106 West Main Street
Kingwood, WV 26537

RE: Preston County ARPA Award 22 PC SLFRP 0017
Sanitary Sewer Improvements

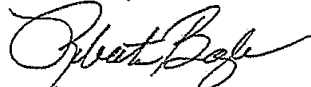
Dear Commissioners:

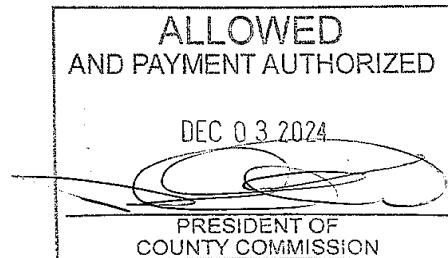
I am writing to you on behalf of the Rowlesburg Sewer Park Project to request an extension to March 31, 2025 on the above-referenced project. Rowlesburg received additional grant funding from the Army Corps of Engineers, which will not be received until early 2025.

This extension will allow the project to continue to move forward. We plan to bid the project as soon as all funding has been secured.

This project is important to both Rowlesburg and Preston County as the WV DEP has ordered the sewer improvements be made. Also, more sewer users cannot be added until this project is complete and the new wastewater treatment plant projects are completed.

Sincerely,


Roberta Baylor, PCED
Project Administrator



157 Plaza Court, Suite 8 • Kingwood, WV 26537 • 304.329.2299 **phone** • pceda@prestonwva.com
www.prestonwv.com

B. Budget Revisions: LEDA Grants for PC Camp Board & Mat Club

Commissioner Thomas moved to approve the budget revisions as it has been presented by President Smith for the LEDA Grants for PC Camp Board and Mat Club. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)



MEMORANDUM
Preston County Commission

Date: December 3, 2024
To: Bookkeeping
From: Angie Whetsell, Administration
Subject: Budget Revision—LEDA Grant Funding

Table with 3 columns: INCREASE, ID number, and amount. Rows include 001-443-568-07 (\$10,000), 001-323-107 (\$10,000), 001-443-568-03 (\$20,000), and 001-323-003 (\$20,000).

ALLOWED AND PAYMENT AUTHORIZED
DEC 03 2024
PRESIDENT OF COUNTY COMMISSION

RESOLUTION

At a regular session of the county commission, held (Month, day and year December 3, 2024) the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of PRESTON. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 9, of the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Commissioner Thomas, and duly seconded by Commissioner Stone the vote thereon was as follows:

Handwritten signatures and 'Yes or No' responses for three commissioners.

WHEREUPON, President Smith, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

C. Miscellaneous Correspondence

Personnel Matters – Consideration and/or action

A. Executive Session

Legal Matters - Consideration and/or action

A. Executive Session

Information

Commissioner's Comments

At 9:36 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

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12/03/2024

